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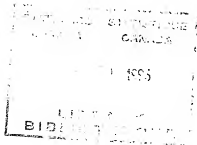
ACGP-2

**User Guide for
Place of Work Coding
Instructions to Tier 3**



Automated Coding

#69165
C.3



ACGP-2

**User Guide
for Place of Work Coding**

**Instructions to
Tier 3**

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Social Institutions and
Labour Statistics Field

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1. Introduction

1.1 Who Should Read this User Guide

This User Guide is designed to be used by Tiers 3 coders of the Place of Work variable. Tier 3 coders must render coding decisions for Place of Work and Name of Firm responses which are the most difficult to code.

A special Interactive Coding System has been designed to assist you as a Tier 3 coder in rendering accurate and expedient coding decisions while adjudicating and recoding responses or coding responses which were referred or deferred during previous coding operations. This document describes the mechanics of these special coding facilities available only to Tier 3 coders.

The coding functions available to Tier 3 coders also include all those available to Tier 2 coders. Knowledge of the Place of Work Interactive Coding System for Tier 2 coders is required in order to use the system as a Tier 3 coder. Coding facilities available to Tier 2 coders are referenced, but not documented in this User Guide. If you are not familiar with the Place of Work Interactive Coding System for Tier 2 coders, it is recommended that you read the **User Guide for Place of Work Coding – Tier 1 and 2**.

A number of terms and abbreviations are used in the User Guide and the Place of Work Interactive Coding System to refer to specific geographical units used by the Census of Population. If you are not familiar with the terms and abbreviations used in the census such as CMA and block-face, it is recommended that you read **section 7 – Glossary**.

A basic knowledge of Windows is required to use the Place of Work Interactive Coding System. If you are a new Windows user, it is recommended that you read **section 8 – Basic Operations in Windows**.

1.2 Examples Used

Within this User Guide, examples are used for illustrative purposes only. With the production system, you may obtain different results.

1.3 Other Reference Documents

The following documents address other aspects of coding Place of Work responses.

- Place of Work Training Guide;
- Place of Work Coding Manual;
- Place of Work Referral Manual for Coding – Tier 2; and
- User Guide for Place of Work Coding – Tier 1 and 2.



2. To Start Coding

Before You Start

In order to access the Place of Work Interactive Coding System as a Tier 3 coder, the following prerequisites must be satisfied.

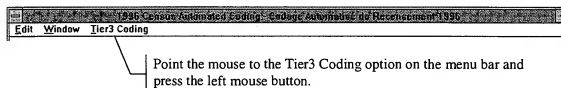
- You must have received your coder ID and your password from the system administrator.
- You must have been granted authorization of a Tier 3 coder by the system administrator.
- You must have notified the system administrator of your language preference. The system is available in both official languages: English or French.
- You must have access to a workstation properly set up for the Place of Work Interactive Coding System.

You will be taught how to start the Place of Work Interactive Coding System during training.

3. Tier 3 Coding Menu

When you first start a Place of Work coding session, a blank screen is displayed and, within the top rows of the screen, a menu bar listing the options available to a Tier 3 coder appears, as illustrated below.

3.1 Choosing a Menu Option



The background color of the menu item selected becomes highlighted and a pull-down menu of the options available is displayed as illustrated below.



Again, the background color of the option selected becomes highlighted and starts execution.

3.2 Adjudicating & Re-coding Option

When the option [Adjudicating & Re-coding] is selected from the Tier3 coding menu, the Tier 3 coder is expected:

1. to adjudicate responses sampled for quality control and for which Tier 2 coders disagree on the appropriate code to be assigned; or
2. to recode responses from lots coded by Tier 2 coders which failed quality control and which were not sampled for quality control.

Two coding strategies are available in order to resolve responses which need adjudication or re-coding. These are:

1. to accept one of the codes assigned during a previous coding operation as the most appropriate code for the respondent data; or
2. to search the reference files for the most appropriate reference file record using the same coding screen used by Tier 2 coders.

3.3 Coding Referred & Deferred Option

When the option [Coding Referred & Deferred] is selected from the Tier3 coding menu, the Tier 3 coder is expected:

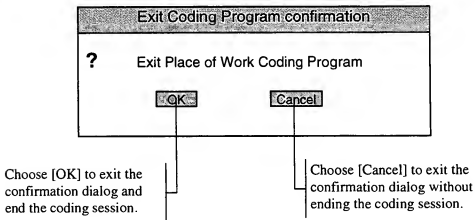
1. to code responses Tier 1 and 2 coders were not able to code and have referred to Tier 3 coders for resolution; or
2. to code responses a Tier 3 coder deferred during a previous coding session. A Tier 3 coder may have deferred coding while adjudicating or recoding a response.

The only coding strategy available in order to resolve responses which were referred or deferred is:

- to search the reference files for the most appropriate reference file record using the same coding screen used by Tier 2 coders.

3.4 Exit Option

When the [Exit] option is selected from the Tier3 coding menu, a confirmation dialog appears. You must supply an answer to the confirmation dialog.



4. Adjudicating & Re-coding Responses

4.1 Adjudication & Re-Coding Screen

When the [Adjudicating & Re-coding] option is selected, a coding screen labelled Adjudication & Re-Coding Failed Lots from Tier 2 is displayed along with data pertaining to the first respondent to be coded.

Work/Place 1553 PRINCIPALE, J3E1W6 SAINTE-JULIE QUEBEC Firm A B REPARATION		Residence OTTAWA OTTAWA - HULL ONTARIO		<input type="button" value="Exit Coding"/>
Census Tracts Reference File Census Tract: 23.00 MONTRÉAL, ALMA, QUEBEC		TIER TWO CODER <input type="button" value="Accept Code"/>		
Cities/Towns PlaceName: SAINTE-JULIE SAINTE-JULIE, ST. JOHN'S, QUEBEC		TIER ONE CODER <input type="button" value="Accept Code"/>		
Businesses/Buildings Firm: A B PLUMBING & HEATING 49 ACADIAN CR . . K2J3Z8 NEPEAN, OTTAWA - HULL, ONTARIO		TIER ONE CODER <input type="button" value="Accept Code"/> <input type="button" value="Accept Code"/> <input type="button" value="Accept Code"/>		

Get

The responses to the Place of Work and Name of Firm questions and Place of Residence information are all displayed in the top segment of the screen. The coding history of the response is the main body of the coding screen. A number of action buttons are also available on the Adjudication & Re-Coding screen.

Each component of the Adjudication & Re-Coding screen is described in the following sections.

4.2 Respondent Data

WorkPlace 1553 PRINCIPALE, J3E1W6 SAINTE-JULIE QUEBEC Firm A B REPARATION	Residence OTTAWA OTTAWA - HULL ONTARIO
---------------------------------------------------------------------------------------	-------------------------------------------------

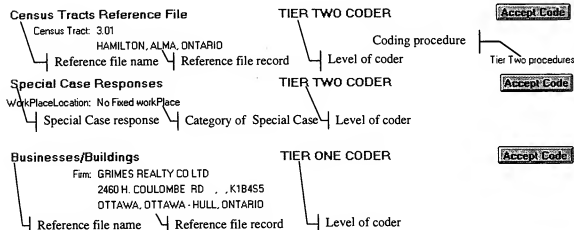
Responses to the Place of Work and Name of Firm questions and Place of Residence information are all displayed in the top segment of the screen. In order to code Place of Work, you need to analyse the information available about a respondent in order to select the most appropriate code for the respondent data. This information can only be browsed (read mode).

4.3 Coding History

The main body of the screen is the coding history of the response which indicates how a response was resolved by all previous coders.

For each coding operation previously performed on a response, the following information is displayed:

- Level of coder: Tier 1 or 2;
- Reference file name or indicator that the response was flagged as a Special Case;
- Reference file record assigned or category selected when response is flagged as a Special Case;
- Source of code when code was assigned by a Tier 2 coder;
 - Tier 1 procedures; or
 - Tier 2 procedures, that is, one of:
 - research procedure,
 - address imputation, or
 - census tract coded.



This information can only be browsed (read mode).

4.4 Action Buttons

A group of six (6) buttons plus two (2) individual buttons are displayed vertically on the right-hand side of the Adjudication & Re-Coding screen.

Each button contains a brief description of the action each initiates.

During a coding session, each button will toggle from a highlighted to a dimmed appearance indicating whether a given action can or cannot be initiated. A button is highlighted and functional when certain conditions specific to each action are met.

Example:

[Previous] button is not available for the first response of a session.

Goto [Screen 2] button is not available when there are less than six (6) codes previously assigned.

Each button has a special character called a hot key. The hot key is the underlined character in the description associated with the action button. To initiate the action, you may click on the button using the mouse or enter its hot key character using the keyboard.



4.5 Goto Screen

A response which needs to be adjudicated or recoded has been assigned at least three (3) codes by previous coding operations. Depending where it originates from, a response could have been assigned up to seven (7) codes. The first screen displays up to a maximum of five (5) previously assigned codes associated with a response.

The Goto [Screen] button is used to display a screen and toggle between the first and second screen of coding history when a response has more than five (5) previously assigned codes.



When a response has more than five (5) codes, the sixth and seventh codes are displayed on a second screen.

Click on the [Screen 2] button to display the second screen of coding history.

WorkPlace 323 ST JOHN RD, H9R3J1		Residence HAMILTON HAMILTON ONTARIO		Goto Screen 1 Screen 2 Defect Reference File Previous Next Continue Print Report
Firm HADLEY GIFTS INC				
Cities/Towns PlaceName: HAMILTON HAMILTON, HAMILTON, ONTARIO	TIER TWO CODER	Accept Code		
Census Tracts Reference File Census Tract: 304 HAMILTON, ALMA, ONTARIO	TIER TWO CODER	Tier One procedures Accept Code		
Special Case Responses WorkPlaceLocation: Outside Canada	TIER TWO CODER	Tier Two procedures Accept Code		
Special Case Responses WorkPlaceLocation: Nonsense	TIER TWO CODER	Accept Code		
Cities/Towns PlaceName: ST. JEAN BAPTISTE MONTREAL, ST. JOHN'S, MANITOBA	TIER ONE CODER	Accept Code		

WorkPlace 323 ST JOHN RD, H9R3J1		Residence HAMILTON HAMILTON ONTARIO		<input type="button" value="Exit Coding"/>
Firm HADLEY GIFTS INC				
Businesses/Buildings Firm: GIFTART 44 GORT CR ., K1G4R5 OTTAWA, OTTAWA - HULL, ONTARIO		TIER ONE CODER		
		<input type="button" value="Accept Code"/>		<input type="button" value="Goto Screen 1"/> <input type="button" value="Differ"/> <input type="button" value="Reference File"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Continue"/> <input type="button" value="Print Report"/>
		<input type="button" value="Accept Code"/>		
		<input type="button" value="Accept Code"/>		
		<input type="button" value="Accept Code"/>		
		<input type="button" value="Accept Code"/>		

When Screen 2 is displayed, click on the [Screen 1] button to toggle back to Screen 1.

The [Screen] button changes appearance and label.



The button is dimmed and not functional when there is only one screen of coding history.



The button is highlighted to go to Screen 2 when there are two screens of coding history and Screen 1 is displayed.



The button is highlighted to go to Screen 1 when there are two screens of coding history and Screen 2 is displayed.

4.6 Accept Code

Each reference file record previously assigned to a respondent record by another coder and listed on the coding history segment of the Adjudication & Re-Coding screen has an [Accept Code] button on its right-hand side.

The [Accept Code] button selects a specific reference file record previously assigned by another coder as the reference file record to use to code the respondent record displayed at the top of the screen.

[Accept Code]

Adjudication & Re-Coding - Tier One/Tier Two	
Work Place 1553 PRINCIPALE, J3E2W6 SAINTE-JULIE QUEBEC	Residence OTTAWA OTTAWA - HULL ONTARIO
Firm A B REPARATION	
Census Tracts Reference File Census Tract: 23.00 MONTREAL, ALMA, QUEBEC	TIER TWO CODER [Accept Code]
Cities/Towns Place Name: SAINTE-JULIE SAINTE-JULIE, ST. JOHN'S, QUEBEC	TIER ONE CODER [Accept Code]
Businesses/Buildings Firm: A B PLUMBING & HEATING 49 ACADIAN CR. K2J3Z8 NEPEAN, OTTAWA - HULL, ONTARIO	TIER ONE CODER [Accept Code] [Accept Code] [Accept Code] [Accept Code]
Tier Two procedures [Accept Code]	
Go to: [Screen 2] [Data] [Reference File] [Previous] [Next] [Continue] [Print Report]	

When you click on the [Accept Code] button associated with a reference file record, you accept this specific reference file record as the most appropriate for the respondent record displayed at the top of the screen.

Once a code is accepted, the response is considered coded and the system automatically looks for the next response.

4.7 Reference File

When none of the previously assigned codes displayed on the coding history segment of the Adjudication & Re-Coding screen appear to be the most appropriate to assign, a Tier 3 coder may choose an alternate coding strategy.



The [Reference File] button toggles to the coding screen used by Tier 2 coders to search reference files.

The [Reference File] button from the Adjudication & Re-Coding screen, if pressed, displays the coding screen used by Tier 2 coders with the data of the respondent to be coded. A Tier 3 coder may choose to search different reference files using the same coding screen designed for Tier 2 coders.

The screenshot shows a software interface for coding. At the top, there's a header bar with various icons. Below it, a form contains the following information:

- WorkPlace:** 1503 PRINCPALE, J3E1W6
- Residence:** OTTAWA
- SAINT-JULIE QUEBEC**
- OTTAWA - HULL**
- ONTARIO**
- Firm:** A B REPARATION

Below this, the screen is divided into sections for different reference files:

- Census Tracts Reference File:** TIER TWO CODER. Includes "Census Tract: 23.00" and "MONTREAL, ALMA, QUEBEC". An "Accept Code" button is next to it.
- Cities/Towns:** TIER ONE CODER. Includes "PlaceName: SAINT-JULIE" and "SAINT-JULIE, ST. JOHN'S, QUEBEC". An "Accept Code" button is next to it.
- Businesses/Buildings:** TIER ONE CODER. Includes "Firm: A B PLUMBING & HEATING", "49 ACADIAN CR . . K2J3Z8", and "NEPEAN, OTTAWA - HULL, ONTARIO". An "Accept Code" button is next to it.

On the right side of the screen, there is a vertical column of buttons: "Exit Coding", "Goto Screen 2", "Defect", "Reference File" (highlighted with a line pointing to the text above), "Previous", "Next", "Continue", and "Print Report".

In this User Guide, we refer to the above screen as the **Tier 2 coding screen**.

Upon entering the coding screen used by Tier 2 coders, the system assists the coder by automatically searching for the closest matching record in one of the reference files. The reference file record returned from the default search is displayed in the bottom segment of the screen.

The following is an overview of the options available to Tier 3 coders when resolving responses using the Tier 2 coding screen.



from Tier 2 coding screen

To assign the record selected from one of the reference files to the respondent data.



from Tier 2 coding screen

To load the Census Tract reference file and select a record from it.



from Tier 2 coding screen

To flag a response as a special case. A special case is an "odd" response which cannot be coded from any of the reference files available.



from Tier 2 coding screen

To defer coding of a response to a later time. The [Defer] button is also available from the Adjudication & Re-Coding screen.

When one of the above buttons from the Tier 2 coding screen is pressed and its associated action completed, the response is considered coded and the system toggles back to the Adjudication & Re-Coding screen looking for the next response to be coded.

At any time, a Tier 3 coder can toggle from the Tier 2 coding screen back to the Adjudication & Re-Coding screen without coding the response by pressing the [Close] button.



from Tier 2 coding screen

To close the Tier 2 coding screen and toggle back to the Adjudication & Re-Coding screen without coding the response.

What is different for a Tier 3 coder on the Tier 2 coding screen?

The functions available to Tier 3 coders include all those available to Tier 2 coders with the following exceptions. The following buttons are always dimmed and not functional on the Tier 2 coding screen for Tier 3 coders.



from Tier 2 coding screen

The equivalent of these buttons are available to a Tier 3 coder on the Adjudication & Re-Coding screen. They are not available on the Tier 2 coding screen.

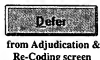


from Tier 2 coding screen

The [Refer] button is used by Tier 1 and 2 coders to refer a response to a team of coders with more experience and expertise. This button is not available to Tier 3 coders.

When adjudicating or recoding responses, a Tier 3 coder has the option to defer coding to a later time by using the [Defer] button. The [Defer] button is available on both the Tier 2 coding screen and on the Adjudication & Re-Coding screen.

4.8 Defer



The [Defer] button defers coding of a response to a later time. When adjudicating and recoding responses, the [Defer] button is available on **both** the Adjudication & Re-Coding screen and on the Tier 2 coding screen.

At any time while attempting to adjudicate or recode a response, you may decide to defer coding to a later time. A Tier 3 coder may defer coding to a later time in order to research or consult other members of the Tier 3 coding team about the more difficult cases.

When you click on the [Defer] button, a Defer confirmation dialog appears. You must supply an answer to the Defer confirmation dialog.

A dialog box titled "Defer Adjudication / Re-Coding?". It contains a "Comments:" label followed by a large text entry field. At the bottom of the dialog are two buttons: "OK" and "Cancel".

To enter a message:
Position the cursor where you wish to enter text and click on the mouse. A blinking insertion point shows where the text will be inserted.

The comments field is optional. It is a data entry field where you may type a message to send to the other members of the Tier 3 coding team.

1. Type any comments you wish to send to other members of the Tier 3 coding team.
2. Choose [OK] to confirm that you wish to defer coding to a later time. Once coding of a response is deferred, the system automatically looks for the next response.
3. Choose [Cancel] to cancel and exit the Defer confirmation dialog.

4.9 Print Report



from Adjudication &
Re-Coding screen

The [Print Report] button prints a formatted report of the response to be coded and its coding history.

At any time while attempting to adjudicate or recode a response, you may decide to print a report which lists the response to be coded and its coding history. The formatted report is equivalent to printing the Adjudication & Re-Coding screen.

When you click on the [Print Report] button, a Print report confirmation dialog appears. You must supply an answer to the Print report confirmation dialog.

A dialog box titled "Print Record?". It contains a "Comments:" label followed by a large text entry field. At the bottom of the dialog are two buttons: "OK" and "Cancel".

To enter a message:
Position the cursor where you wish
to enter text and click on the mouse.
A blinking insertion point shows
where the text will be inserted.

The comments field is optional. It is a data entry field where you may type notes for yourself or a message to send to other members of the Tier 3 coding team.

1. Type any comments you wish to send to other members of the Tier 3 coding team.
2. Choose [OK] to confirm that you wish to print the report.
3. Choose [Cancel] to cancel and exit the Print report confirmation dialog.

4.10 Previous/Next/Continue



The [Previous] button goes back to a previously observed response.



The [Next] button advances to the next previously observed response.



The [Continue] button skips all previously observed responses and returns to the first not yet coded response to continue coding.

from Adjudication &
Re-Coding screen

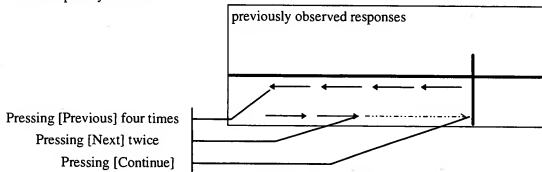
While coding responses using the Adjudication & Re-Coding screen, you may decide to review a previously observed response. The system allows to go back up to four (4) previously observed responses.

Each time the [Previous] button is pressed, the system goes back one more previously observed response. The [Previous] button is functional **only** after at least one response has been either coded, deferred or flagged as a special case.

Each time the [Next] button is pressed, the system advances one more previously observed response until you are positioned at the first not yet coded response. The [Next] button is functional **only** after the [Previous] button has been selected.

The [Previous] and [Next] buttons display a previously observed response as if it had never been coded, referred or flagged as a special case. By looking at the screen, you cannot tell how the response had been previously resolved by yourself.

You may use the [Continue] button to return to the first not yet coded response, and to continue coding. Each previously observed response being skipped keeps its previously assigned code or status unless it has been explicitly recoded.



While coding a previously observed response, the following are displayed.

On the Tier 2 coding screen:



becomes



On the Adjudication & Re-Coding screen:

A warning is displayed
above the action buttons.



4.11 Exit Coding



from Adjudication &
Re-Coding screen

The [Exit Coding] button ends the coding session of the Adjudication & Re-Coding screen.

At any time while coding responses using the Adjudication & Re-Coding screen, you may choose to end the coding session.

When you click on the [Exit Coding] button from the Adjudication & Re-Coding screen, the system returns to the Place of Work menu for Tier3 Coding where you may choose to start another coding session or Exit from the Place of Work Interactive Coding System.

Hint: When you are using the Tier 2 coding screen and wish to end the coding session, click on the [Close] button to return to the Adjudication & Re-coding screen. From the Adjudication & Re-coding screen, use the [Exit Coding] button as described above.

5. Coding Referred/Deferred Responses

5.1 Selection of a Database of Referred/Deferred Responses

When the option [Coding Referred & Deferred] is selected, a browse window labelled [Regional Databases of Referred Responses] lists all the files of Referred/Deferred Responses which are to be coded.

Manually scroll up or down the browse window looking for the response file to be opened.

Click anywhere on the row to select a response file. A row will toggle from a normal to a highlighted appearance indicating it has been selected.

Region	DbfName	RecProc/RecCount	UserName
01 East	TIER3_1	0/7	
02 Montréal and surrounding CMAs	TIER3_2	298\3162	
03 Québec except Region 2	TIER3_3	298\3162	
04 Toronto	TIER3_4	298\3162	
05 Other southern CMAs and CA	TIER3_5	298\3162	
06 Ontario except Region 4 and Region	TIER3_6	298\3162	
07 Manitoba, Saskatchewan and Alberta	TIER3_7	298\3162	
08 British Columbia and Territories	TIER3_8	298\3162	
09 2C	TIER3_9	298\3162	

Below the table are two buttons: [Select] and [Close].

Click on the [Select] button to confirm that you wish to open the response file selected.

Click on the [Close] button to exit the browse window without opening a response file.

Short names are used for field headers. These are:

Region	Number and name of the regional database;
DbfName	Database file name;
RecPro	Number of responses which have been processed (coded) in the database file;
RecCount	Total number of responses in the database file; and
UserName	Name of the user who is currently using the database file, if applicable.

As a Tier 3 coder, you must select one database file among the files which are not currently being used by another user. When the UserName field is blank, it indicates that the database file is not being used and can be selected. When the UserName is not blank, it indicates that the database file is currently being used and cannot be selected.

5.2 Referred/Deferred Responses Screen

When a response file of Referred/Deferred Responses is opened, a coding screen labelled [Referred/Deferred Responses] is displayed.

The bottom segment of the screen is a scrollable list of all responses stored in the selected Regional Databases of Referred/Deferred Responses. Each of these responses must be coded. The design of this coding screen permits a Tier 3 coder to apply a coding decision to many selected responses at once.

Upon entry, no responses have yet been highlighted, so all action buttons are dimmed and not functional except for the [Sort by] and [Exit Coding] buttons.

Upon entry, no reference file records have yet been selected, so the [Reference File Record] segment of the screen is empty.

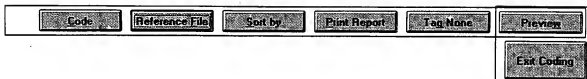
Pcode	Hname	Pname	Firm	City	State	SType	SDir	Pcode	Cnd	Cnd	H
3301347	005	002	MAGELLAN ENGINEERING	117	MURRAY	ST		KIMING	OTTAWA	OTTAWA	HULG
3302291	013	001	MADLEY GIFTS INC.	223	ST JOHN	RD		H363D		MONTREAL	0
3504359	080	002	T02150 CANADA INC.	117	ST CATHERINE			H381H9	MONTREAL	MONTREAL	0
3504364	080	006	SERGE LACROIX D.T. DENTUR	151	MAIR	ST		K61A1	HAWKESBURY	HAWKESBURY	0
3504326	000	001	DAHL MANAGEMENT LTD.	150	PELUSIER	ST			WINDSOR	WINDSOR	0
3505058	006	005	A G DESIGN WORKS	407	2	ST		T22X3	CALGARY	CALGARY	0
3505800	040	001	A B REPARATION	1530	PRINCIPALE			33E1W6	SAINTE JULIE	MONTREAL	0

Upon entry, responses are sorted by PEDEA.

Upon entry, the first column of each row is blank. No responses have yet been tagged as belonging to a group.

Each component of the Referred/Deferred Responses screen is described in the following sections.

5.3 Action Buttons



A group of six (6) buttons plus one (1) individual [Exit Coding] button are displayed horizontally in the top row of the Referred/Deferred Responses screen. Each button contains a brief description of the action each initiates.

During a coding session, each button will toggle from a highlighted to a dimmed appearance indicating whether a given action can or cannot be initiated. A button is highlighted and functional when certain conditions specific to each action are met.

Example:

[Code] button is functional only if a reference file record is currently selected and the first column of at least one response record is tagged.

[Reference File], [Print Report], [Tag None], and [Preview] buttons are functional only when the first column of at least one response record is tagged.

Each button has a special character called a hot key. The hot key is the underlined character in the description associated with the action button. To initiate the action, you may click on the button using the mouse or enter its hot key character using the keyboard.

5.4 Reference File Record

This segment of the screen displays the reference file record currently selected from the Tier 2 coding screen, if applicable. Upon entry, this segment of the screen is empty because no reference file record has yet to be selected from the Tier 2 coding screen.

The illustration below is an example of this segment of the screen after the [Reference File] button has been pressed, and a record has been selected from one of the reference files using the Tier 2 coding screen.

<i>Reference File Record</i>	Postal Codes
Postal Code: K1N5M5, OTTAWA	
67 to 123 MURRAY ST	
OTTAWA, OTTAWA - HULL, ONTARIO	

TABLE 1

A Tier 3 coder may choose to group responses to be coded or printed together because of the similarities or common nature of these responses. The first column has no header and toggles from a blank to a highlighted appearance when you click on it. When the first column of a row is highlighted, it indicates that the response is tagged and belongs to a group of responses. This special column cannot be sized nor moved.

Columns 2 through 24

All other columns have headers and each of these fields can be moved or sized. These are:

PEDEA	Province, FED, Enumeration Area (of residence);
Hhnum	Household number (of residence);
Persnr	Person number (within household);
Firm	Raw write-in response to industry "Name of Firm" question;
Civic	Parsed version of civic number of street address;
Stname	Parsed version of street name;
Sttype	Parsed version of street type;
Stdir	Parsed version of street direction;
Pcode	Postal code derived in batch by PCODE software;
Csd	Parsed version of name of city, town, village, Indian reserve;
CMA	Place of Work CMA/CA name derived in batch;
Prov.	Parsed version of province/territory;
Rawadd	Raw write-in response to Place of Work "street address" question;
Rawpc	Raw write-in response to Place of Work "postal code" question;
Rawcsd	Raw write-in response to Place of Work "name of city, town, village, Indian reserve";
Rescsd	Residential CSD name;
ResCMA	Residential CMA/CA name;
Athome	Response to Place of Work "at home" check-box; and
Outcan	Response to Place of Work "outside Canada" check-box;
Nofix	Response to Place of Work "no fixed address" check-box
Usual	Response to Place of Work "address specified below" check-box;
Note	Comments written by previous coders when response was referred/deferred; and
Prnote	Comments written by Tier 3 coder when response is printed.

5.6 Tag First Column

A Tier 3 coder may choose to group responses because of the similarities or common nature of these responses. The design of the Referred/Deferred Responses screen permits Tier 3 coders to apply a coding decision to many selected responses at once, or to generate a report for a group of responses.

When you click on the first column of any row which is blank, its appearance toggles from a blank to a highlighted appearance. When the first column of a row is highlighted, it indicates that the response is tagged and belongs to a group of responses.

Click on the first column of each response that you wish to be part of the group.

Then click anywhere on the top segment of the screen to refresh all action buttons.

Pedes	Hrvum	Partes	Firm	Ervic	Surname	SType	SShd	Pcode	Cnd	Cma	F
35013414	005	002	MAGELLAN ENGINEERING	117	MURRAY	ST		KINGMS OTTAWA	OTTAWA	HULL	
35032301	315	001	HADLEY GIFTS INC	323	ST JOHN	RO		H3R31		MONTREAL	
35042069	090	002	102150 CANADA INC	1117	ST CATHERINE			H3R1M3	MONTREAL	MONTREAL	
35046514	180	005	SERGE LACROIX D.D. DENTUR	151	MAIN	ST		K6A1A1	HAWKESBURY	HAWKESBURY	
35049326	330	001	DAHL MANAGEMENT LTD	550	BEUSSIER	ST			WINDSOR	WINDSOR	
35059056	376	005	A G DESIGN WORKS	407	2	ST		T2C2K6	CALGARY	CALGARY	
35059300	340	001	A B REPARATION	1553	PRINCIPALE			J3E1W6	SAINTE JOULE	MONTREAL	

Click on a tagged column to reset its appearance to blank.

The number and kind of actions which are functional is dependent upon the presence of at least one tagged response record.

When no response records are tagged, only one action button is functional. A Tier 3 coder is limited to sorting responses when no response records are tagged.

Code Reference File **Sort by** Print Report Tag None Preview

When at least one response record is tagged, but no reference file record is currently selected from the Tier 2 coding screen, the following action buttons are functional.

Code Reference File **Sort by** **Print Report** **Tag None** **Preview**

When at least one response record is tagged and a reference file record is currently selected from the Tier 2 coding screen, all action buttons are functional.

Code Reference File **Sort by** **Print Report** **Tag None** **Preview**

5.7 Tag None



The [Tag None] button resets the first column of all response records to blank.

The [Tag None] button is functional only if the first column of at least one response record is tagged. By pressing the [Tag None] button, the first column of all deferred/referred responses is automatically set to blank, and therefore all action buttons, except the [Sort by] button, are dimmed.



5.8 Sort by



The [Sort by] button is a function available to change the sort order of records displayed in the browse window of referred/deferred responses.

By sorting the list of referred/deferred responses, Tier 3 coders can identify similarities and differences in response patterns. Sorting responses is useful when attempting to group responses.

When you click on the [Sort by] button, the Sort by dialog appears.

The Sort by dialog box contains the following options:

- Residence:**
 - ☐ PEDEA
 - ☒ City
 - ☐ CMA
- Sorted Responses:**
 - ☐ Street name
 - ☐ Postal code
- Write-in responses:**
 - ☐ Firm name
 - ☐ Tagged

Buttons: [OK], [Cancel]

1. Select the sort order to display records.
2. Choose [OK] to initiate the sort. Click anywhere on the second window at the bottom of the screen to display data in the requested order.
3. Choose [Cancel] to exit the Sort by dialog without changing the display order of records.

4. Responses are automatically displayed in the requested sort order.

Responses Referred from Tier Two										
Record	Response	Firm	City	Street	Sttype	State	Pcode	City	Prov	Prov
GRIMSBY	HAMILTON	102180 CANADA INC	117	MURRAY	ST	KINEM5	OTTAWA	OTTAWA	HUT	ONT
HAMILTON	HAMILTON	HADLEY GIFTS INC	117	ST CATHERINE		H3R1N5	MONTREAL	MONTREAL	QUE	
MARKHAM	TORONTO	GERGE LACROIX DENTUR	323	ST JOHN	RD	H3R3J1		MONTREAL	QUE	
MISSISSAUGA	TORONTO	DAHL MANAGEMENT LTD	151	MAIN	ST	K6A1A1	HAWKESBURY	HAWKESBURY	ONT	
OAKVILLE	TORONTO	DA G DESIGN WORKS	560	PELLISSIER	ST		WINDSOR	WINDSOR	DNT	
OTTAWA	OTTAWA	JAB REPARATION	407	2	ST	12P213	CALGARY	CALGARY	ALB	
			1583	PRINCIPALE		N3E1W5	SAINTE JULIE	MONTREAL	QUE	

The order in which fields occupy columns is dependent upon the Sort by field selected. However, a coder may choose to change the display order and display size of any column (except for column 1 which cannot be moved nor sized). If you are not familiar with these windows operations, refer to **Section 6 – Scrolling a File**.

The following are examples of records from a response file displayed in different sort orders.

Sort by: ● PEDEA

Responses Referred from Tier Two											
Pcode	Num	Person	Firm	Civic	Stname	Sstype	Stid	Pcode	Cad	Cna	R
3501841	006	002	MAGELLAN ENGINEERING	117	MURRAY	ST		K1N9M5	OTTAWA - HUL	OTTAWA - HUL	
3503201	315	001	HADLEY GIFTS INC.	323	ST JOHN	RD		H9R3J1	MONTREAL	MONTREAL	
3504399	180	002	102150 CANADA INC.	1117	ST CATHERINE			H3B1H9	MONTREAL	MONTREAL	
3504551	180	006	SERGE LACROIX DT DENTUR	151	MAIN	ST		K6A1A1	HAWKESBURY	HAWKESBURY	
3504326	330	001	DAHL MANAGEMENT LTD.	550	PELUSIER	ST			WINDSOR	WINDSOR	
3505056	376	005	A/G DESIGN WORKS	407	2	ST		T2P2Y3	CALGARY	CALGARY	
3505000	340	001	A/B REPARATION	1553	PRINCIPALE	ST		J6E1W6	SAINTE-JULIE	MONTREAL	

Sort by: ● CMA

Responses Referred from Tier Two											
Response	Firm	Civic	Stname	Sstype	Stid	Pcode	Cad	Cna	Prov	Remark	
	MAGELLAN ENGINEERING	117	MURRAY	ST		K1N9M5	OTTAWA - HUL	OTTAWA - HUL	ONTARIO	117 MURRAY ST.	
HAMILTON	102150 CANADA INC.	1117	ST CATHERINE			H3B1H9	MONTREAL	MONTREAL	QUEBEC	1117 ST CATHERINE	
HAMILTON	HADLEY GIFTS INC.	323	ST JOHN	RD		H9R3J1	MONTREAL		QUEBEC	323 ST JOHN RD	
OTTAWA	A/B REPARATION	1553	PRINCIPALE	ST		J6E1W6	MONTREAL	SAINTE-JULIE	QUEBEC	1553 PRINCIPALE	
TORONTO	A/G DESIGN WORKS	407	2	ST		T2P2Y3	CALGARY	CALGARY	ALBERTA	407 2 ST	
TORONTO	SERGE LACROIX DT DENTUR	151	MAIN	ST		K6A1A1	HAWKESBURY	HAWKESBURY	ONTARIO	151 MAIN ST	
TORONTO	DAHL MANAGEMENT LTD.	550	PELUSIER	ST			WINDSOR	WINDSOR	ONTARIO	550 PELUSIER ST	

Sort by: ● Street name

Responses Referred from Tier Two									
Stname	Sstypc	Stid	Civic	Pcode	Firm	Cad	Cna	Prov	Remarks
2	ST	407	T2P2Y3	A/G DESIGN WORKS	CALGARY	CALGARY	ALBERTA	407 2 ST	
MAIN	ST	151	K6A1A1	SERGE LACROIX DT DENTUR	HAWKESBURY	HAWKESBURY	ONTARIO	151 MAIN	
MURRAY	ST	1117	K1N9M5	MAGELLAN ENGINEERING	OTTAWA	OTTAWA	HON	111 MURRAY ST	
PELUSIER	ST	550		DAHL MANAGEMENT LTD.	WINDSOR	WINDSOR	ONTARIO	550 PELUSIER S	
PRINCIPALE	ST	1553	J6E1W6	A/B REPARATION	SAINTE-JULIE	MONTREAL	QUEBEC	1553 PRINCIPALE	
ST CATHERINE	ST	1117	H3B1H9	102150 CANADA INC.	MONTREAL	MONTREAL	QUEBEC	1117 ST CATHER	
ST JOHN	RD	323	H9R3J1	HADLEY GIFTS INC.		MONTREAL	QUEBEC	323 ST JOHN RD	

Sort by: ● Postal code

Responses Referred from Tier Two										
Pcode	Civic	Stname	Sstype	Stid	Firm	Cad	Cna	Prov	Remark	
	550	PELUSIER	ST		DAHL MANAGEMENT LTD	WINDSOR	WINDSOR	ONTARIO	550 PELUSIER ST	
H3B1H9	1117	ST CATHERINE			102150 CANADA INC	MONTREAL	MONTREAL	QUEBEC	1117 ST CATHERINE	
H9R3J1	323	ST JOHN	RD		HADLEY GIFTS INC		MONTREAL	QUEBEC	323 ST JOHN RD	
J6E1W6	1553	PRINCIPALE			A/B REPARATION	MONTREAL	SAINTE-JULIE	QUEBEC	1553 PRINCIPALE	
K1N9M5	117	MURRAY	ST		MAGELLAN ENGINEERING	OTTAWA - HUL	OTTAWA - HUL	ONTARIO	117 MURRAY ST	
K6A1A1	151	MAIN	ST		SERGE LACROIX DT DENTUR	HAWKESBURY	HAWKESBURY	ONTARIO	151 MAIN ST	
T2P2Y3	407	2	ST		A/G DESIGN WORKS	CALGARY	CALGARY	ALBERTA	407 2 ST	

Sort by: ● Firm name

Responses Referred from Tier Two									
Firm	Civic	Stname	Sstype	Stid	Pcode	Cad	Cna	Prov	Remark
102150 CANADA INC.	1117	ST CATHERINE			H3B1H9	MONTREAL	MONTREAL	QUEBEC	1117 ST CATHERINE
A/B REPARATION	1553	PRINCIPALE	ST		J6E1W6	MONTREAL	SAINTE-JULIE	QUEBEC	1553 PRINCIPALE
A/G DESIGN WORKS	407	2	ST		T2P2Y3	CALGARY	CALGARY	ALBERTA	407 2 ST
DAHL MANAGEMENT LTD.	550	PELUSIER	ST			WINDSOR	WINDSOR	ONTARIO	550 PELUSIER ST
HADLEY GIFTS INC.	323	ST JOHN	RD		H9R3J1	MONTREAL		QUEBEC	323 ST JOHN RD
MAGELLAN ENGINEERING	117	MURRAY	ST		K1N9M5	OTTAWA - HULL	OTTAWA - HULL	ONTARIO	117 MURRAY ST
SERGE LACROIX DT DENTUR	151	MAIN	ST		K6A1A1	HAWKESBURY	HAWKESBURY	ONTARIO	151 MAIN ST

Sort by: ☒ Tagged column

Responses Referred from Tier Two											
Pedco	Htrcm	Prcrm	Firm	Civic	Strano	Stype	Stde	Pcode	Ced	Cms	F
35008308	340	001	A-B REPAIRATION	1563	PRINCIPALE			0361W6	SAINT-JULIE	MONTREAL	1
35009068	376	002	A-B DESIGN WORKS	407		ST		1222F3	CALGARY	CALGARY	1
35046514	1160	006	GERGE LACROIX DENTUR	151	MAIN	ST		KG00A1	HAWKESBURY	HAWKESBURY	1
35043225	330	001	DAHE MANAGEMENT LTD	350	DELUSSIER	ST			WINDSOR	WINDSOR	1
35012414	005	002	WAGELLAN ENGINEERING	117	MURRAY	ST		K1NBK3	OTTAWA	OTTAWA	1
35042069	090	002	102190 CANADA INC	117	ST CATHERINE			H3B1N3	MONTREAL	MONTREAL	1
35022301	315	001	HADLEY BIRTS INC	323	ST JOHN	RD		H3B3J1		MONTREAL	1

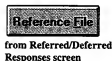
When responses are sorted on the tagged column, the responses are not automatically displayed in the requested order.

Click anywhere on the browse window to display responses in the requested order. This extra step is required only for this kind of sort.

When responses are sorted on the tagged column, rows where the first column is not tagged are displayed first, followed by rows where the first column is tagged. This option is useful to verify the composition of a group of tagged responses.

5.9 Reference File

At any time while attempting to resolve referred/deferred responses, you may choose to search reference files for the most appropriate code using the same coding screen and procedure designed for Tier 2 coders. The [Reference File] button is functional only if at least one response record is tagged.



The [Reference File] button toggles to the coding screen used by Tier 2 coders.

The [Reference File] button from the Referred/Deferred Responses screen, if pressed, displays the coding screen used by Tier 2 coders with the data of the **first respondent** to be coded in the group of tagged responses.

Upon entry, the system assists the coder by automatically searching for the closest matching record in one of the reference files. The reference file record returned from the default search is displayed in the bottom segment of the screen.

Reccensement du Canada 1996\ 1996 Census of Canada

Edit Window

Place Of Work

Post-Code: Business/Buildings Street Addresses Intersections Cities/Towns Edit Coding Program

Place of Work of Respondent
 Street: 300 PACIFIC ST
 City: VANCOUVER BRITISH COLUMBIA
 Province: BRITISH COLUMBIA / COLOMBIE-BRITANNIQUE
 Postal Code: V6Z2P3

Respondent's RESIDENCE
 City: SURREY
 Province: BRITISH COLUMBIA / COLOMBIE-BRITANNIQUE

INDUSTRY of WORK of Respondent
 Firm: A KITTLE OF FISH

Postal Code:
☐ Street: PACIFIC
☐ City: VANCOUVER
☐ Prov: VANCOUVER
☐ Province: BRITISH COLUMBIA / COLOMBIE-BRITANNIQUE

Search ???

Original Order

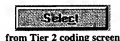
CODE
 Refer
 Special Case
 Census Track
 Previous
 Next
 Continue
 Detail Edit

POSTAL CODE

Postalcode	Range	D	Place	Street	Type Desc	City	Prov
V6Z1G5	1201-1255	D	VANCOUVER	BURRARD	ST	VANCOUVER	BRITISH COLUMBIA
V6Z2A3	1400-1499	E	VANCOUVER	BURRARD	ST	VANCOUVER	BRITISH COLUMBIA
V6Z2A8	701-799	D	VANCOUVER	NEELSON	ST	VANCOUVER	BRITISH COLUMBIA
V6Z2C1	1301-1399	D	VANCOUVER	HORNBY	ST	VANCOUVER	BRITISH COLUMBIA
V6Z2E1	800-899	E	VANCOUVER	SMITH	ST	VANCOUVER	BRITISH COLUMBIA
V6Z2F3	900-999	E	VANCOUVER	PACIFIC	ST	VANCOUVER	BRITISH COLUMBIA
V6Z2E7	900-999	E	VANCOUVER	ROBSON	ST	VANCOUVER	BRITISH COLUMBIA
V6Z2G4	1245-1280	E	VANCOUVER	HORNBY	ST	COQUITLAM	BRITISH COLUMBIA
V6Z2K9	901-999	E	VANCOUVER	SMITH	ST	VANCOUVER	BRITISH COLUMBIA
V6Z2L5	800-899	E	VANCOUVER	NEELSON	ST	VANCOUVER	BRITISH COLUMBIA
V6Z2L8	1300-1399	E	VANCOUVER	HORNBY	ST	VANCOUVER	BRITISH COLUMBIA
V6Z2L8	900-999	E	VANCOUVER	HORNBY	ST	VANCOUVER	BRITISH COLUMBIA

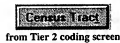
In this User Guide, we refer to the above as the **Tier 2 coding screen**.

The following is an overview of the options available to Tier 3 coders when resolving responses using the Tier 2 coding screen.



from Tier 2 coding screen

To select and copy a record from one of the reference files to the Referred/Deferred Responses screen.



from Tier 2 coding screen

To load the Census Tract reference file and select a record from it.



from Tier 2 coding screen

To copy the special case indicator on the Referred/Deferred Responses screen. A special case is an "odd" response which cannot be coded from any of the reference files available.

When one of the above buttons from the Tier 2 coding screen is pressed and its associated action completed, the system toggles back to the Referred/Deferred Responses screen and copies the latest selection made to the Reference File Record segment of Referred/Deferred Responses screen. None of the responses in the group actually gets coded at this point in time.

Reference File Record copied from the Tier 2 coding screen.

The screenshot shows a software interface with several buttons at the top: 'Code', 'Reference File', 'Sort by', 'Print Report', 'Tag Name', 'Previous', and 'Exit Coding'. Below these is a section titled 'Reference File Record' with the following text: 'Postal Code: K1N5M5, OTTAWA', '67 to 123 MURRAY ST', and 'OTTAWA, OTTAWA - HULL, ONTARIO'. To the right of this section is a table titled 'Responses Referred from Tier Two'.

Paralel	Hhman	Perstr	Fam	Cvte	Strame	Sltyp	Stde	Pcode	Crd	Loc
35013414	005	002	MAGELLAN ENGINEERING	117	MURRAY	ST	K1N5M5	OTTAWA	OTTAWA - HULL	
35022301	315	001	MADLEY GIFTS INC.	323	ST JOHN	RD	H3P3U1	MONTREAL	MONTREAL	
35042053	090	002	102150 CANADA INC.	1112	ST CATHERINE	ST	H3B1H9	MONTREAL	MONTREAL	
35040514	1100	005	BERGE LACROIX DT DENTUR	151	MAIN	ST	K6A1A1	HAWKESBURY	HAWKESBURY	
35043026	330	001	DAHL MANAGEMENT LTD.	590	PELUSIER	ST	WINDSOR	WINDSOR	WINDSOR	
35055058	376	005	A G DESIGN WORKS	407	2	ST	T2P2Y3	CALGARY	CALGARY	
35058308	340	001	A B PREPARATION	1853	PRINCIPALE	ST	H3E1W5	SAINTEULIE	MONTREAL	

When the Reference File Record is copied, the [Code] button on the Referred/Deferred Responses screen automatically becomes highlighted and functional. The [Code] button on the Referred/Deferred Responses screen, if pressed, assigns the Reference File Record to all tagged responses in the group.

At any time, a Tier 3 coder may decide to toggle back from the Tier 2 coding screen to the Referred/Deferred Responses screen without selecting any reference file record using the [Close] button.



from Tier 2 coding screen

To close the Tier 2 coding screen and toggle back to the Referred/Deferred Responses screen without selecting any reference file record.

What is different for a Tier 3 coder on the Tier 2 coding screen?

The functions available to the Tier 3 coders include all those available to Tier 2 coders with the following exceptions.

The major difference is that no response is automatically considered coded when the [Select], [Census Tract] or [Special Case] button is pressed from the Tier 2 coding screen. When any of these buttons is pressed and its associated action completed from the Tier 2 coding screen, the system toggles back to the Referred/Deferred Responses screen and copies the latest selection made to the Reference File Record segment of the screen.

Other differences are that the following buttons are always dimmed and not functional on the Tier 2 coding screen for Tier 3 coders.



from Tier 2 coding screen

There is no equivalent of these buttons for a Tier 3 coder on the Referred/Deferred Responses screen.



from Tier 2 coding screen

The [Refer] button is used by Tier 1 and 2 coders to refer coding of a response to a team of coders with more experience and expertise. This button is not available to Tier 3 coders.



from Tier 2 coding screen

The [Defer] button is not functional when coding referred/deferred responses. A Tier 3 coder has full control over the coding sequence of these responses, so he/she may implicitly defer coding to a later time by leaving responses uncoded in the database file upon exit.

5.10 Code



The [Code] button assigns the record selected from the reference file to all tagged responses.

At any time while attempting to resolve referred/deferred responses, you may decide to code at once all tagged responses. The [Code] button is functional only if the first column of at least one response record is tagged, and if a Reference File Record or a Special Case indicator has been selected from the Tier 2 coding screen.

Click on the [Code] button to assign the Reference File Record to all tagged responses.

Reference File Record

Postal Code: K1N5M5, OTTAWA
67 to 123 MURRAY ST
OTTAWA, OTTAWA - HULL, ONTARIO

Responses Referred from Tier Two

Index	Item	Part	Firm	Civic	Street	City	Prov	Postal	City	Prov
35013414	005	002	MAGELLAN ENGINEERING	117	MURRAY	OTTAWA	ON	K1N5M5	OTTAWA	HULL
35013201	215	001	HADLEY GIFTS INC.	323	ST JOHN	RD	ON	H3R3U1	MONTREAL	MONTREAL
35042059	090	002	102150 CANADA INC.	113	ST CATHERINE	ST	ON	H3B1H9	MONTREAL	MONTREAL
35046514	190	006	SERGE LACROIX DENTUR	151	MAIN	ST	ON	K6A1A1	HAWKESBURY	HAWKESBURY
35043325	330	001	DAHLI MANAGEMENT LTD.	550	PEUSSIER	ST	ON	WINDSOR	WINDSOR	WINDSOR
35050059	376	005	A/G DESIGN WORKS	407	2	ST	ON	T2P2Y3	CALGARY	CALGARY
35059309	340	001	A/B REPARATION	1563	PRINCIPALE	ST	ON	J6T2W6	SAINT-JULIE	MONTREAL

When you click on the [Code] button, a confirmation dialog appears. You must supply an answer to the Code confirmation dialog.

Code confirmation

? Code tagged records

[OK] [Cancel]

1. Choose [OK] to confirm that the selected Reference File Record is a suitable match for all tagged respondent records. The tagged respondent records are now considered to be coded and are automatically removed from the list of responses to be coded.
2. Choose [Cancel] to cancel and exit the Code confirmation dialog without coding any response.

Warning: No [Previous] button is available when coding using the Referred/Deferred Responses screen. The [OK] button from the Code confirmation dialog executes an irreversible coding decision.

5.11 Print Report



from Referred/Deferred
Responses screen

The [Print Report] button of the Referred/Deferred Responses screen sends to the printer a report listing all tagged response records.

At any time while attempting to resolve referred/deferred responses, you may decide to print a report of one or more tagged responses. The [Print Report] button is functional only if at least one response record is tagged.

When you click on the [Print Report] button, a Print report confirmation dialog appears. You must supply an answer to the Print report confirmation dialog.

A dialog box titled "Print Record?". It contains a "Comments:" label followed by a large text entry field with a vertical scrollbar on the right. At the bottom, there are two buttons: "OK" and "Cancel".

To enter a message:
Position the cursor where you wish
to enter text and click on the mouse.
A blinking insertion point shows
where the text will be inserted.

The comments field is optional. It is a data entry field where you may type notes for yourself or a message to send to other members of the Tier 3 coding team.

1. Type any comments you wish to send to other members of the Tier 3 coding team.
2. Choose [OK] to confirm that you wish to print the report.
3. Choose [Cancel] to cancel and exit the Print report confirmation dialog.

5.12 Preview



The [Preview] button of the Referred/Deferred Responses screen lets you preview on-line a report of all records whose first column is currently tagged.

At any time while attempting to resolve referred/deferred responses, you may decide to preview a report of one or more records whose first column is tagged. The [Preview] button is functional only if at least one response record is tagged.

The following is a sample of a full Page Preview for the Referred/Deferred Responses report.

The screenshot shows a software application window titled "Referred/Deferred Responses Report". The window contains a table with the following columns: Name, Address, City, State, Zip, Phone, Fax, E-mail, and Web. The data is organized into sections separated by horizontal lines. On the right side of the window, there is a vertical toolbar with buttons for "OK", "Next", "Previous", "Page", "Zoom In", and "Zoom Out". The "Page" button shows a page number of 1 out of 1.

The following is a sample of a Page Preview which has been zoomed in for the Referred/Deferred Responses report. You can use the scroll bars which appear along the right and bottom edges of the preview window to scroll through the report.

Highlighted Responses Referred from Tier Two or De
Réponses surlignées référées du niveau 2 ou différ

Pedea 35013414
Hhnum 005
Persnr 002

CedSdr
Prov ONTARIO

Residence/Résidence
Cna/Rmtt

Place of work responses (rev) / Réponses du Lieu de travail (origine)
Add/Adr. 117 MURRAY ST
CedSdr OTTAWA ONTARIO
PCode K1N5M5
FirmEnt. MAGELLAN ENGINEERING

Parred responses / Réponses épurées
CedSdr OTTAWA
Street/Rue 117, MURRAY, ST
Prov ONTARIO

Check-boxes for Place of work / Cases cochées du Lieu de travail

At home À la maison	0	No fixed Aucune fixe	0	Outside Canada Extérieur du Canada	0
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Pedea 35032301
Hhnum 315
Persnr 001

CedSdr HAMILTON
Prov ONTARIO

Residence/Résidence
Cna/Rmtt HAMILT

OK

Next

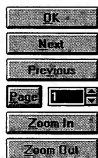
Previous

Page 1

Zoom In

Zoom Out

When previewing a formatted report on-line, the following buttons are available:



To close the preview and return to the Referred/Deferred Responses screen.

To preview the next or previous page of a report.

To go to a specific page of a report.

To zoom in or out on a page of the report.

5.13 Exit Coding



from Referred/Deferred
Responses screen

The [Exit Coding] button ends the coding session of referred/deferred responses.

At any time while coding responses using the Referred/Deferred Responses screen, you may choose to end the coding session.

When you click on the [Exit Coding] button, the system returns to the Place of Work menu for Tier3 Coding where you may choose to start another coding session or Exit from the Place of Work Interactive coding system.

Hint: When you are using the Tier 2 coding screen and wish to end the coding session, click on the [Close] button to return to the Referred/Deferred Responses screen. From the Referred/Deferred Responses screen, use the [Exit Coding] button as described above.

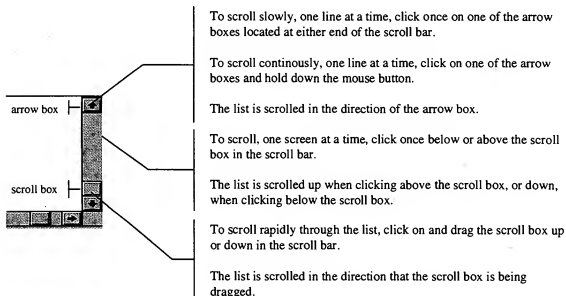


6. Scrolling a File

6.1 To Scroll a File

A window displays only a segment of a file (or of a report) at a time. You can use the scroll bars which appear along the right and bottom edges of the window to scroll through a file (or a report).

The illustration below describes how to use the arrow boxes and the scroll box within the vertical scroll bar to scroll up or down a window. The same steps apply to scroll a window from left to right using the horizontal scroll bar.



6.2 To Change the Display Width of a Field

When fields from a file are displayed in a window, you can change the display width of any field in the window. The actual width of the field in the database is not modified, only its display width. Data could seem to disappear or get cut off when sizing; however, you cannot damage the underlying data when modifying the display width of a field.

Firm	Civic
102150 CANADA INC	1117
A B REPARATION	1553
A G DESIGN WORKS	407
DAHL MANAGEMENT LTD	550
HADLEY GIFTS INC	323
MAGELLAN ENGINEERING	117
SERGE LACROIX D.T. DENTURD'THERAPEUTE	151

Position the cursor on the vertical line in between field headings.

The cursor darkens and grows arrows on its sides.

Drag the vertical line left or right to widen or narrow the display size of the field.

6.3 To Change Display Order of Fields

When fields from a file are displayed in a window, you can change the display order of the fields in the window. This does not change the actual order of the fields in the database, only the display order.

Prov.	Firm	Civic
QUEBEC	102150 CANADA INC	1117
QUEBEC	A B REPARATION	1553
ALBERTA	A G DESIGN WORKS	407
ONTARIO	DAHL MANAGEMENT LTD	550
QUEBEC	HADLEY GIFTS INC	323
ONTARIO	MAGELLAN ENGINEERING	117
ONTARIO	SERGE LACROIX D.T. DENTURON	151

Position the cursor on the heading of the field to be moved.

Drag the field name that you want to move left or right until the column is relocated.

In this example, the Prov. field was moved to become the first column.

7. Glossary

In the User Guide and Place of Work Interactive Coding System, a number of terms and abbreviations are used to refer to geographical units used by the Census of Population. The following is a glossary for a quick-reference of the terms and abbreviations used by the Place of Work Interactive Coding System.

Block-face	A block-face representative point is the smallest recognizable geographical unit to which census data can be associated. The block-face refers to one side of a city street. Normally, the block-face is defined as the portion of the street between two consecutive intersections or between a road intersection and some other physical feature (such as a creek or railway track). Each block-face has a representative point which is arbitrarily situated in the approximate centre of the block-face and is associated with geographic coordinates.
Census metropolitan area (CMA)	A census metropolitan area (CMA) is a very large urban area which shares a high degree of economic and social integration with adjacent urban and rural areas. A CMA differs from a census agglomeration by the size of the population. CMAs occur in urban areas with a population of at least 100,000 (based on the previous census). Many cities may be included within a CMA, and, as a result, the same street will often appear in several different cities within a CMA.
Place or placename	A place name is a general term for cities, towns, villages, localities, urban neighbourhoods, communities, airports, and other types of unincorporated places. Place names include the name of inhabited places, formerly inhabited places, and other names associated with some human activity.
Postal code	The postal code is a six-character alphanumeric code (A#A #A#) which has been defined and maintained by Canada Post Corporation in order to process mail. The first character of a postal code refers to a province or territory (or portion thereof) in alphabetic sequence from east to west across Canada.

8. Basic Operations in Windows




A basic knowledge of Windows is required to use the Place of Work Interactive coding system.

8.1 Mouse Operations Terminology

To point	Position the tip of the mouse pointer over the specified element without using the left mouse button.
To click	Position the tip of the mouse pointer over the specified element, and press once then release the left mouse button.
To double-click	Position the tip of the mouse pointer over the specified element, press and then release the left mouse button twice in quick succession.
To drag	Position the tip of the mouse pointer over the specified element, hold down the left mouse button, and move the mouse. The mouse pointer moves, dragging the element. Move the element to the desired location and release the left mouse button.

8.2 Window Operations

In Place of Work Interactive coding system, these buttons are programmed to be functional in specific windows only.

 To minimize a window	Click on the Minimize button in the upper right corner of the window.
To restore a minimized window	Double-click on the icon representing the minimized window to be restored.
 To maximize a window	Click on the Maximize button in the upper right corner of the window.
 To restore a maximized window	Click on the Restore button in the upper right corner of the window.
To move an entire window	Drag the title bar of the window to the desired location.
To select a window	Click anywhere on the window to be activated. The menu bar and borders of the selected window are darkened.
To close a window	Click on the Control-menu button in the upper left corner of the window. When you close the window of an application, the corresponding application stops.

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